

### Responsible Use Policy

The Board supports reasonable access to various information formats by students, employees and the community and believes it is incumbent upon users to utilize this privilege in an appropriate and responsible manner as required by this policy and related procedures, which apply to all parties who use District technology.

The District-wide provision of computers and technology for the express use of Nelson County School students and employees along with the communication services it provides will be referred to as the Nelson County Schools Computer Network or NCS Network. The District Chief Information Officer and support staff shall provide administrative support. Additional administrative support is provided by the Kentucky Department of Education. The system administrators are employees of the Nelson County Schools and reserve the right to monitor all activity on the NCS Network.

#### **RESPONSIBLE USE, SAFETY PROCEDURES AND GUIDELINES**

Individual users of the District's technological resources are responsible for their behavior and communications when using those resources. Responsible use of District technological resources is use that is ethical, respectful, academically honest and supportive of student learning.

Users shall abide by the generally accepted rules of network etiquette. General student and employee behavior standards, including those prescribed in applicable Board policies, the Student Code of Conduct and other regulations and school rules, apply to use of the internet and other school technological resources. The following behaviors are **not** permitted on the NCS Network:

- Sharing confidential information about students or employees
- Sending or displaying offensive messages or pictures
- Assisting a campaign for election of any person
- Using obscene language
- Harassing, insulting, bullying or attacking others
- Intentionally transmitting damaging computer code
- Violating copyright laws
- Using other users' passwords
- Trespassing and or deletion of other users' folders, documents, or files
- Intentionally wasting resources
- Employing the NCS Network for commercial purposes for non-school related reasons
- Violating regulations prescribed by the network provider (KDE)
- Conducting personal business
- Accessing and / or sharing threatening or sexually explicit material
- Installing personal software onto any District owned machine
- Damaging computer systems or computer networks

**Responsible Use Policy****RESPONSIBLE USE, SAFETY PROCEDURES AND GUIDELINES (CONTINUED)**

- Lobby for salary or benefit increases
- Pursue personal gain
- Illegal activities governed by local, state, or federal laws

Students shall receive instruction on digital citizenship and internet safety including appropriate online behavior, interacting with other individuals on social networking sites, chat rooms and cyberbullying awareness and response. Course completion shall be documented and kept on file. Students can access websites that do not contain or that filter mature content.

**TEACHER SUPERVISION**

Teachers shall make reasonable efforts to supervise students' use of the internet during instructional time, to ensure that such use is appropriate for the student's age and the circumstances and purpose of the use.

**PHONE SYSTEM**

Classroom phones should be used for instructional purposes or emergency situations only. Personal calls made during the school day should be during non-instructional times. The user placing the personal call may incur long distance charges.

**SECURITY**

The District maintains a reasonable level of security as it pertains to files stored on District devices, and complies with Federal regulations as it applies to dissemination of Personally Identifiable Information.

**PASSWORDS**

User passwords must not be exchanged with other users, nor should anyone utilize another user's password. The individual user is responsible for the security of his/her own password.

**PERMISSION/AGREEMENT FORM**

The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges, and penalties for policy/procedural violations, must be signed by the parent or legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be kept on file as a legal, binding document. In order to modify or rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

**DISCLAIMER**

The Board makes no warranties of any kind, whether express or implied, for the service it is providing. The Board shall not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data resulting from delays, non-deliveries or service interruptions, whether caused by the District's or the user's negligence, errors or omissions. Use of any information obtained via the internet is at the user's own risk. The District specifically disclaims any responsibility for the accuracy or quality of information obtained through its internet services.

**Responsible Use Policy****EMPLOYEE USE**

Employees shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) Each employee is responsible for the security of his/her own password.

Employees are encouraged to use electronic mail and other technology-based materials, activities and communication tools to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be appropriate for and within the range of knowledge, understanding, age and maturity of students with whom they are used. Technology resources shall be used for work-related activities.

District employees and activity sponsors may set up blogs and other social networking accounts using District resources and following District guidelines to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction.

**Guidelines:**

1. If written parental consent is not otherwise granted through Responsible Use Policy forms provided by the District, staff shall notify parents of the site and obtain written permission for students to become "friends" prior to the students being granted access. This permission shall be kept on file at the school as determined by the Principal.
2. Once the site has been created, the sponsoring staff member is responsible for the following:
  - a. Monitoring and managing the site to promote safe and acceptable use; and
  - b. Observing confidentiality restrictions concerning release of student information under state and federal law.

Staff members are discouraged from creating personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk.

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. The same must be expected of classified personnel. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

**COMMUNITY USE**

On recommendation of the Superintendent/designee, the Board shall determine when and which computer equipment, software, and information access systems will be available to the community.

Upon request to the Superintendent/designee, community members may have access to the Internet and other electronic information sources and programs available through the District's technology system, provided they attend any required training and abide by the rules of usage established by the Superintendent/designee.

## **Responsible Use Policy**

### **RESPONSIBILITY FOR DAMAGES**

Individuals shall reimburse the Board for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Individuals who deface a District web site or other electronic documents, or otherwise make unauthorized changes to a web site or other electronic documents, shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

### **BRING YOUR OWN DEVICE (BYOD)**

In accordance with local school policies, students may be allowed to connect their personally-owned devices to the NCS Wireless Network. It is the student's responsibility to check with teachers or administrators to see if personally-owned devices are allowed. Any device connected to the network should have online virus protection. Use of such devices shall adhere to all guidelines in the District RUP and accompanying procedure(s).

The District is not responsible for the loss or damage to any personally-owned devices brought to any District-owned facilities.

### **DISCIPLINARY ACTIONS AND CONSEQUENCES**

Employees and students who refuse to sign required responsible use documents shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies.

Any breach of the Responsible Use Policy by any user may result in the immediate suspension of network access. The length of time of this penalty is to be determined by building and/or District administrators. (Employees of Nelson County Schools will be subject to District personnel policies.) The Chief Information Officer or a system administrator will inform the District/building administrator(s) of the violation and account suspension. They shall also provide any necessary documentation to show the violation (proxy reports). The District/building administrator will inform the user of the suspected breach and give the user an opportunity to present an explanation. Any additional consequences beyond account suspension will be decided upon by the building/District administrators and/or the Nelson County School Board. Additional consequences may include one or more of the following:

- Extended loss or termination of network access
- Disciplinary action
- Legal action (termination for employees, expulsion for students)

All violations discovered by school staff must be documented and reported to the school administration. School administrators must document and report all violations to the District Chief Information Officer. Failure to abide by the NCS Network terms and conditions by any user is in violation of Nelson County Board Policy, Senate Bill 230 and [701 KAR 005:120](#).

### **RESPONDING TO CONCERNS**

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific databases or other electronic media.

**Responsible Use Policy****PRIVACY**

Users should not assume that files or communications accessed, downloaded, created or transmitted using District technological resources or stored on services or hard drives of school owned devices will be private. District administrators or individuals designated by the Superintendent may review files, monitor all communication and intercept e-mail messages to maintain system integrity and to ensure compliance with Board policy and applicable laws and regulations. District personnel shall monitor online activities of individuals who access the internet within the NCS Network.

State approved filtering software shall be implemented and maintained on a twenty-four (24) hour, seven (7) day a week basis. Logs of user internet activity may be examined and scanned to detect access to inappropriate or other objectionable material as well as bandwidth misuse.

Under certain circumstances, the Board may be required to disclose such electronic information to law enforcement or other third parties, for example, as a response to a document production request in a lawsuit against the Board, as a response to a public records request or as evidence of illegal activity in a criminal investigation.

**INTERNET ACCESS AND AUDIT OF USE**

All users with a signed Responsible Use Policy will have access to the internet and a District email account. Users with network access shall not utilize District resources to establish email accounts through third-party providers or any other nonstandard email system. The school District provides filtering to prevent students from accessing content that is generally recognized as inappropriate for students. Logs of usage are kept by the Nelson County Schools and are accessed when appropriate requests are made by administrators.

**RETENTION OF RECORDS FOR E-RATE**

Participants following initial adoption, this policy and documentation of implementation shall be retained for at least ten (10) years after the last day of service in a particular funding year.

**PARENT AGREEMENT (SEE ACCOMPANYING PROCEDURE 08.2323 AP.21)**

I accept the responsibility for guidance of internet and electronic mail use by setting and conveying standards for my child to follow when selection, researching, or exploring digital information and media, and I understand that some materials on the internet may be objectionable.

By signing the accompanying procedure (08.2323 AP.21), I hereby accept and agree that my child's rights to use the electronic resource provided by the District and/or the Kentucky Department of Education (KDE) are subject to the terms and conditions set forth in District policy/procedure. I understand that data stored in relation to such services is managed by the District pursuant to policy 08.2323 and accompanying procedures. I also understand that the email address provided to my child can also be used to access other electronic devices or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject to either standard consumer terms of use or a standard consent model. I also understand that data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before my child will be allowed to use online services, he/she must accept the service agreement and, in certain cases, obtain my consent. I accept responsibility for any expenses incurred from purchases made by my child.

**Responsible Use Policy****STUDENT AGREEMENT (SEE ACCOMPANYING PROCEDURE 08.2323 AP.21)**

As a user of the Nelson County Schools computer network, I hereby agree to comply with the District's Responsible Use Policy and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I understand that my stored files and messages may, at times, be viewed by school system employees.

By signing the accompanying procedure (08.2323 AP.21), I hereby accept and agree that my rights to use the electronic resources and conditions set forth in District policy/procedure. I understand that data stored in relation to services is managed by the District pursuant to policy 08.2323 and accompanying procedures. I also understand that the email address provided to me can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject either to standard consumer terms of use or a standard consent model. I also understand that data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before I can use those online services, I must accept the service agreement and, in certain cases, obtain consent. I accept responsibility for any expenses incurred from purchases made by myself.

**EMPLOYEE AGREEMENT (SEE ACCOMPANYING PROCEDURE 08.2323 AP.21)**

As a user of the Nelson County Schools computer network, I hereby agree to comply with the District's Responsible Use Policy and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. I understand that my stored files and messages may, at times, be viewed by school system employees.

By signing the accompanying procedure (08.2323 AP.21), I hereby accept and agree that my rights to use the electronic resources and conditions set forth in District policy/procedure. I understand that data stored in relation to services is managed by the District pursuant to policy 08.2323 and accompanying procedures. I also understand that the email address provided to me can also be used to access other electronic services or technologies that may or may not be sponsored by the District, which provide features such as online storage, online communications and collaborations, and instant messaging. Use of those services is subject either to standard consumer terms of use or a standard consent model. I also understand that data stored in those systems, where applicable, may be managed pursuant to the agreement between KDE and designated service providers or between the end user and the service provider. Before I can use those online services, I must accept the service agreement. I accept responsibility for any expenses incurred from purchases made by myself.

**REFERENCES:**

[KRS 156.675](#); [KRS 365.732](#); [KRS 365.734](#)

[701 KAR 005:120](#)

[16 KAR 1:020 KAR 001:020 \(Code of Ethics\)](#) (Code of Ethics)

47 U.S.C. 254/Children's Internet Protection Act; 45 C.F.R. 54.520

Kentucky Education Technology System (KETS)

47 C.F.R. 54.516

**Responsible Use Policy**

**RELATED POLICIES:**

03.1325/03.2325; 03.17/03.27  
08.1353, 08.2322, 08.2323  
09.14, 09.421, 09.422, 09.425, 09.426

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